

Common Measures *The Basics*

Discretionary Grantees Roundtable

May 31, 2007

The logo for the Employment and Training Administration (ETA), consisting of the lowercase letters "eta" in a bold, black, sans-serif font, centered within a yellow square.

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Why Were The Common Measures Implemented?

Effort led by Office of Management and Budget (OMB) as part of President's Management Agenda

- Linking performance to budget
- Supporting effective programs
- Comparing similar programs across agencies

Includes six federal Departments:

- Labor
- Education
- Health and Human Services
- Veterans' Affairs
- Interior
- HUD

Background

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Federal Policy Guidance

- Common measures became effective in PY05
- Final policy guidance is located in Training and Employment Guidance Letter (TEGL) No. 17-05, dated 2/17/06
 - Rescinds previous policy guidance:
 - TEGL 28-04
 - TEGL 7-99
 - TEGL 6-00 and 6-00 Change 1
- TEGL 17-05 applies to DOL-funded programs *only*



Background

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The Common Measures

- **3 Adult Measures (Adults & Dislocated Workers)**
 - Entered Employment
 - Employment Retention
 - Average Earnings*
- **3 Youth Measures**
 - Placement in Employment or Education
 - Attainment of a Degree or Certificate
 - Literacy and Numeracy Gains

**Average Earnings* became effective in PY 2006. For PY 2005, this measure was *Earnings Change*.

Background

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Benefits

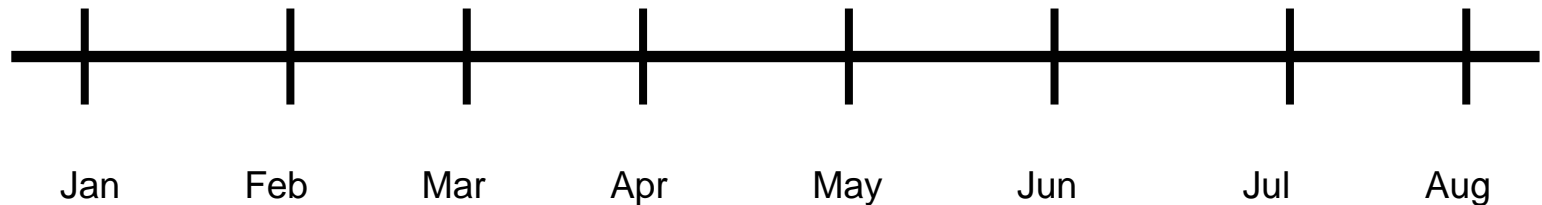
- Focus on core purposes of the workforce system
- Break down barriers to integration
- Consistency and reliability of data
- Reduce confusion among stakeholders

General Terms and Concepts

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Participant Levels – Start to Finish

- Program Participation
- Program Exit



Program Participation

Participant

An individual determined eligible to participate in the program **and** who receives a service funded by the program in either a physical location (e.g., One-Stop Center) or remotely through electronic technologies.



Date of Participation

The first day, following a determination of eligibility, that the individual begins receiving a service funded by the program.



General Terms and Concepts

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Program Exit

Exiter

A participant who has not received a program or partner-funded service for 90 consecutive days and no future services are scheduled



Date of Exit

The last day on which the individual received a service funded by the program or a partner program.



NOTE: A gap in service can stop the 90-day clock if based on specific/allowable circumstances

Service

- **Service includes:**
 - In-program activities

- **Service does *not* include:**
 - Determination of eligibility
 - Self-directed job search that does *not* result in a referral to a job
 - Services and activities specifically provided as follow-up services
 - Self-Service activities
 - Informational activities (e.g. LMI)

Gap in Service

- Final common measures policy uses “gap in service” as opposed to the former “planned gap”
- Three allowable circumstances, where the condition exists for at least 90 days
 1. Delay before the beginning of training
 2. Health/medical condition of participant/family member
 3. Temporary move from the area that prevents individual from participating in services
- Gaps in service should be ≤ 180 days (from date of last service), although a subsequent gap could be initiated as necessary
- All gaps must be documented along with the participant's intent to return to complete program services

Significant Staff Involvement

- Includes duties performed by staff to assess a participant's skills, education, or career objectives in order to assist participants.
- May result when:
 - Deciding on appropriate next steps
 - Assessing personal barriers to employment
 - Accessing other related services to enhance individual employment-related needs

How Is Data Collected for the Common Measures?

■ Data Sources and Methods:

- Wage Records
- Supplemental Data Sources
- Administrative Records



Supplemental Data Sources

- **Supplemental data can be used to demonstrate employment and retention, but not earnings***
 - Implications for three common measures
 - Adult Entered Employment, Adult Employment Retention, and Youth Placement in Employment or Education
- **Allowable supplemental data sources include documented employer contact, employer and participant surveys, case management notes**
- **All supplemental data is subject to audit**



General Terms and Concepts

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Common Measure	Data Source (s)
Adult Measures	
Entered Employment	Wage records and supplemental data sources
Employment Retention	Wage records and supplemental data sources
Earnings Change/ Average Earnings	Wage records only
Youth Measures	
Youth Placement in Employment or Education	Wage records and supplemental data for placement in employment or military; administrative records for placement in education or training
Youth Attainment of Degree or Certificate	Administrative records
Literacy and Numeracy Gains	Assessment instrument

Capturing Data on Self-Service Participants

- **Minimum data needed from self-service participants**
 1. Social Security Number*
 - Upon request of SSN, customer must be offered the opportunity to provide Equal Employment information; if no SSN provided, a pseudo-identifier must be used
 2. Equal Opportunity Data (4 items)
 - Voluntary and self-identified (ethnicity, race, disability status, and date of birth for age)
 3. Employment status at participation

* Without an SSN, the individual cannot be included in performance calculations.

General Terms and Concepts

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Participant and Exiter Cohorts

Participant Cohort

A group of participants who share the same participation quarter

Exiter Cohort

A group of participants who share the same exit quarter

1st Quarter After Exit Quarter

Determining the Correct Quarter:

- **Exit Date**
 - No Service for 90 days
 - Last Date of Service
- **Exit Cohort**
- **Immediate Quarter Following the Exit Date**

General Terms and Concepts

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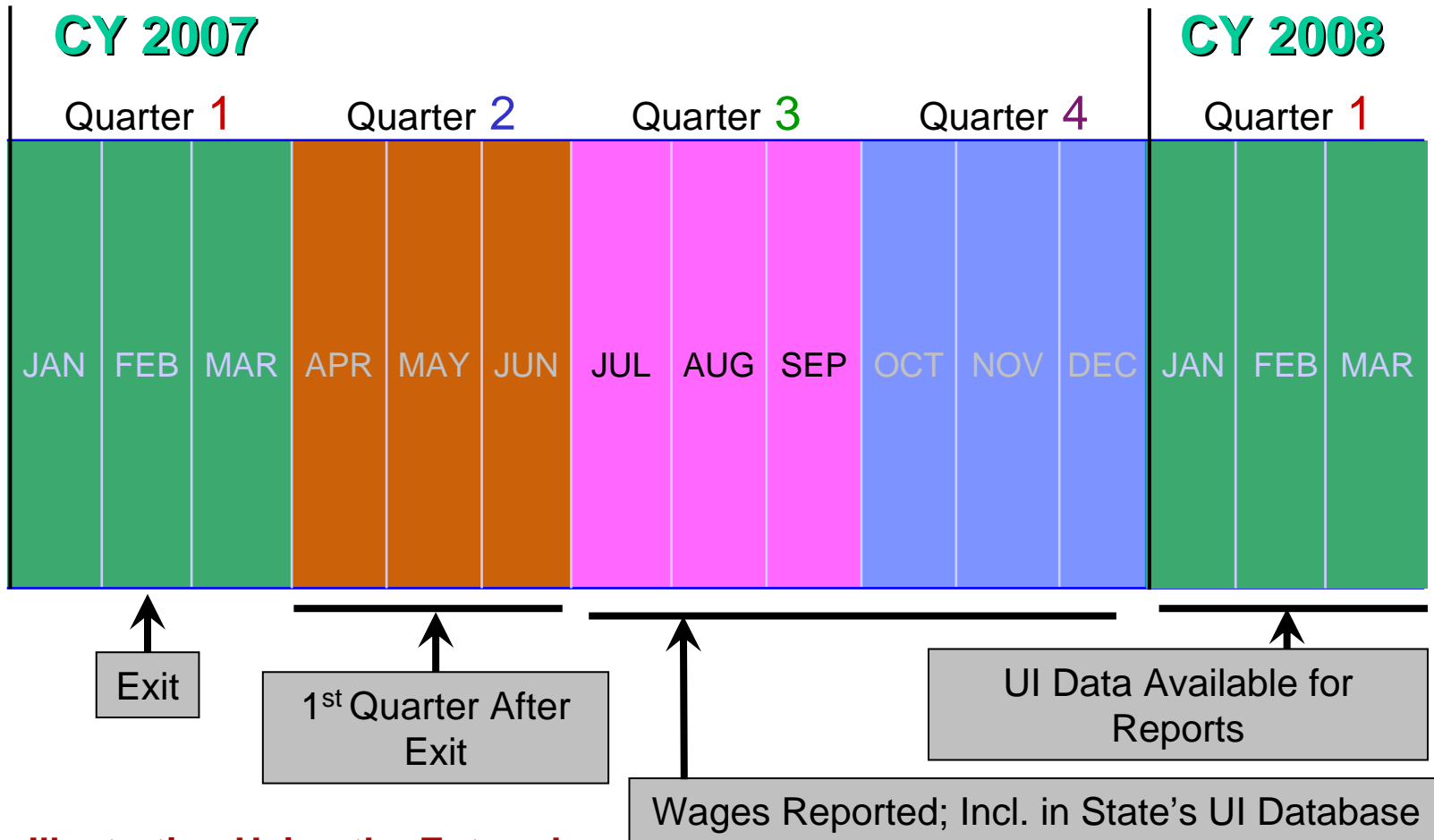


Illustration Using the Entered Employment Rate Measure

Discretionary Grants: Common Measures for Workforce Professionals

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Program Reporting Revisions



Program Reporting Revisions

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PY06 Accountability

- States will still be held accountable for reporting on the 17 WIA Performance Accountability statutory measures (with some changed definitions)
- Mississippi and South Carolina obtained waivers to implement only the common measures

Who Needs To Be Reported In The Common Measure Participant Counts?

In general, individuals eligible for a program and receiving *any* service, regardless of where or how the service is accessed, should be reported in participant counts.

This is **not** to say that all individuals included in participant counts are included in performance calculations.

Example: *Participants who receive only self-service and informational activities are included in participant counts but not included in performance calculations.*



Who Needs To Be Included In The Performance Calculations?

Only participants are included in the performance calculations

- Individuals do not exist until they are considered a participant
- Once a participant *exits*, they are subject to the measures, with exception of Literacy and Numeracy Gains
- 5 of the 6 measures are “exit-based”

Can Participants be Excluded From the Common Measures?

Two basic circumstances in which participants are excluded:

1. Statutory exclusion apply to --
 - Adults receiving only self-service and informational activities
2. One of six conditions exists either at exit or during the subsequent 3-quarter measurement period

Allowable Exclusions

- Institutionalized
- Health/Medical or Family Care
- Deceased
- Reservists called to active duty (includes National Guard)
- Relocated to a residential or non-residential program (applies to youth only)
- Invalid or missing SSN

Reporting Co-Enrollment

Co-enrollment across ETA programs *must be reported*

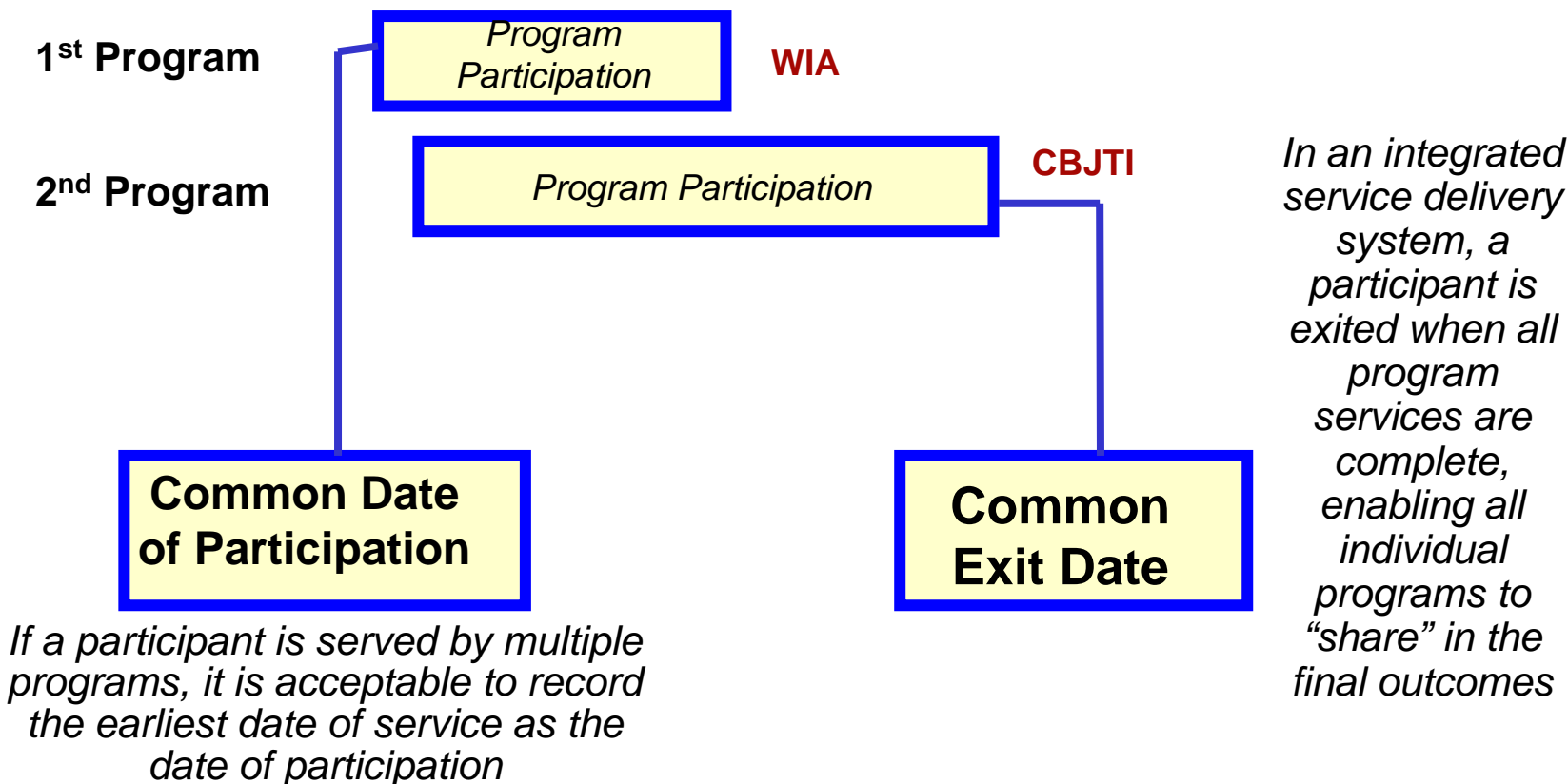
If a participant is receiving services under multiple ETA-funded programs, they must be captured/reported in both programs.

There may be multiple reporting systems.

Program Reporting Revisions

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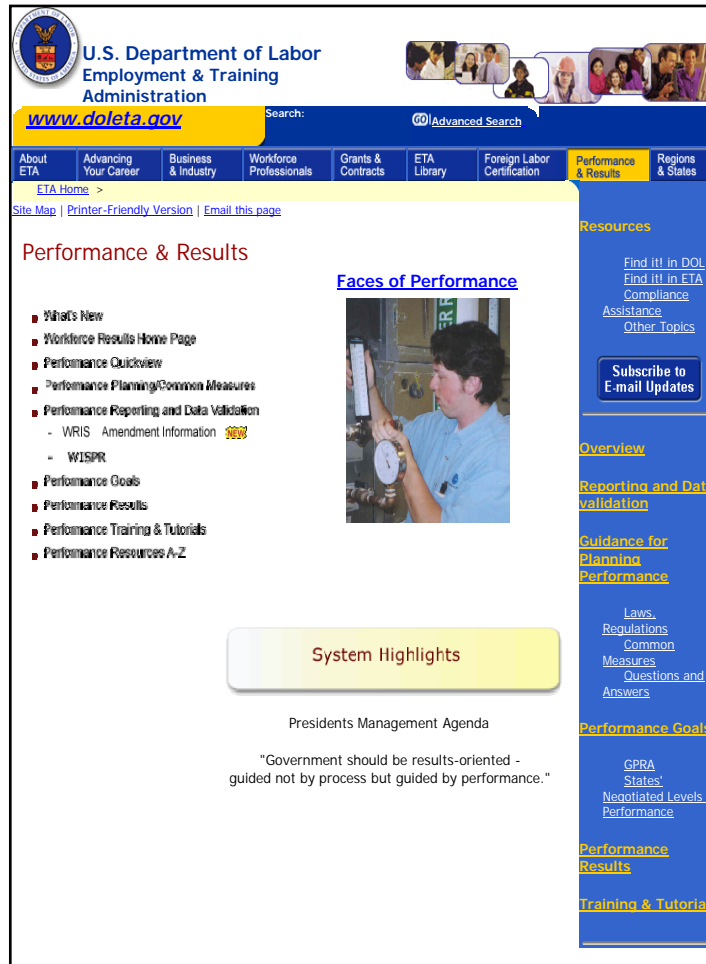
Participation and Exit: A Systems Perspective



For More Information, visit...

www.doleta.gov/Performance

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Presidents Management Agenda

"Government should be results-oriented - guided not by process but guided by performance."

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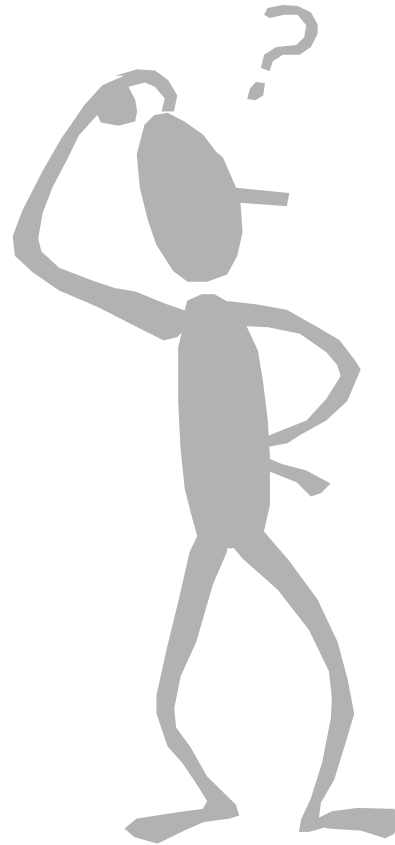
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Questions?

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Regional Performance Specialists Contacts for Technical Assistance & Training

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